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4 NOV 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Security Evaluation of the Use of
Federal Record Centers

REFERENCE : DDS Memorandum #69-4245 dated
19 September 1969

1. This memorandum contains recommendations for your approval in paragraph 15, sub-paragraphs (1) through (8) of this memorandum.

2. The above reference advised us that our temporary arrangements for vault space in the GSA Records Center at Suitland will expire in December 1970 and that GSA needs this space and cannot continue to authorize us to operate on our own terms, i. e., with our personnel in this facility.

3. As you stated in your memorandum, GSA is required to furnish at the request of Federal departments and agencies facilities to store records in designated areas under GSA prescribed conditions. Although paragraph 4 of reference referred only to "a portion of our inactive records and archival material" for proposed storage, contact with the Agency Records Administration Officer, [REDACTED] revealed that the volume in question was estimated at approximately 20,000 cubic feet; the classification of the data would be determined by the findings of the present study.

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4. Our present policy prevents the use of a Federal Records Center permanently because of the need to protect sources and methods which are reflected in many of our records.

5. In response to your request that the Office of Security provide recommendations as to the advisability, from a security standpoint, of continuing our present method of operation as opposed to moving toward a greater use of Federal Record Centers on a permanent basis, the following information represents the findings of this Office:

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